

**SUMMARY OF THE  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 17, 2001**

The On-Site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, October 17, 2001, at 1:00 p.m., Eastern Daylight Time (EDT). The meeting was led by Chairperson Mr. Alfredo Sotomayor, of the Wisconsin Department of Natural Resources. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to address items of importance identified in the committee's previously distributed meeting agenda.*

**INTRODUCTION**

Mr. Sotomayor called the meeting to order and reviewed the Agenda.

**MINUTES**

The minutes of the October 3 meeting were approved and accepted as written.

**TOPICS OF DISCUSSION**

***Status of Action Items***

- Mr. Sotomayor made changes to Appendix D and forwarded them to Ms. Jeanne Hankins and Mr. Edward Kantor. He included two alternatives for method evaluation, one more rigorous than the other.
- Mr. Sotomayor forwarded the latest version of Appendix C to Ms. Hankins and to Mr. Kantor.
- Mr. Sotomayor contacted Mr. Louis Johnson of the Accrediting Authority Committee. The Accrediting Authority Committee is reviewing Chapter 6 for the correct use of the terms "evaluation" and "assessment".

***NELAC-7i Conference***

The brochure has been posted on the NELAC website. It has also been printed and will be probably mailed out on Monday, October 22, 2001. There will be a strategic planning session sponsored by the Institute for National Environmental Laboratory Accreditation on how the Institute, a not-for-profit organization, can assist NELAC in the future and to develop a business plan.

### ***OSA Proposed NELAC-7i Agenda***

The committee discussed the topics it would cover at its NELAC 7i session. The committee will meet the morning and the afternoon of December 6. The committee decided to give an overview of the activities it engaged in since the annual meeting, to include a discussion of Appendices C and D, and to allot time to the Accrediting Authority Workgroup to discuss its SOP for on-site evaluations. The committee also decided to allot time in the afternoon to a forum where participants could freely express their experiences and concerns with laboratory assessments.

Mr. David Friedman requested time during the OSA session to discuss how revisions proposed to Chapter 5 to meet the content and format of ISO 17025 would affect on-site assessments. Mr. Friedman added that we still needed to resolve how PBMS would alter the nature and scope of laboratory assessments. Since the Quality Systems Committee meets before the OSA Committee, the discussion would be timely at the OSA session.

Mr. Sotomayor will draft the agenda for the interim meeting, share it with the committee, and then forward it to Ms. Hankins.

The committee will meet on Wednesday at 5:00 PM at the NELAC registration table to finalize the logistics of its session.

### **NEW BUSINESS**

The committee briefly discussed some possible areas for involvement in the future. The committee needs to be aware of any future courses offered to train assessors. If NELAC decides to have the non-profit organization approve trainers or courses, then the committee may need to be involved in associated activities.

### **FUTURE TELECONFERENCES**

The committee agreed to scheduling all future teleconferences on Wednesdays from 1:00-2:30 PM EST. The committee discussed and agreed to cancel the November 21, 2001, teleconference.

### **NEXT STEPS**

The final OSA Conference Detailed Agenda will be reviewed at the next teleconference. Ms. Arlyn Brediger will send Mr. Sotomayor the Agenda template. Mr. Sotomayor will contact Dr. Jackson to check his availability for participating at the OSA session.

**ADJOURNMENT**

There being no further business, the meeting was adjourned.

**NEXT MEETING**

The next teleconference will be held Wednesday, November 7, 2001, from 1:00-2:30 p.m., EDT.

**ACTION ITEMS  
ON-SITE ASSESSMENT COMMITTEE MEETING**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1	Mr. Sotomayor will draft the agenda for the interim meeting OSA session and forward it to the committee.	10/26/01
2	The committee will continue to discuss Appendix C and consider any comments received from the AA Workgroup.	Ongoing
3	Mr. Sotomayor will contact Dr. Jackson to discuss a possible joint teleconference or joint discussion session at the interim meeting.	10/31/01
4	The committee will finalize the agenda for its session at the interim meeting and provide it to Ms. Hankins.	11/01/01
5	The committee will meet by teleconference.	11/07/01

**PARTICIPANTS  
ON-SITE ASSESSMENT COMMITTEE MEETING  
OCTOBER 17, 2001**

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